



## Public Safety Aide

**Department:** Countywide

**Class Code:** 2121

**EEO Code:** 24

**FLSA:** N

**Effective:** 01/03/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under immediate supervision; performs work of routine difficulty in performing a variety of administrative support and technical duties; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Operates a variety of office machines and specialized function equipment; ensures that found property and evidence is properly received, recorded and stored; orders and issues uniforms and equipment for police and other departmental personnel; maintains police equipment inventory; classifies fingerprints and compares fingerprints on unknown persons or suspects with fingerprint records; classifies record cards containing fingerprints of crime suspects according to specified grouping; utilizes AFIS system; fingerprints and photographs applicants and prisoners; operates darkroom equipment for film developing and printing; conducts composite interviews with victims and witnesses; may testify in court; completes reports; generates memos, correspondence and requisitions pertaining to investigative work; pulls and maintains police records; reviews and processes daily arrest files and fingerprint classification assigning contributor identification numbers; types and files police reports; operates telephone system; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of general office practices and procedures; good knowledge of photographic equipment.

Working skill in the operation of the typewriter; in word processing; in assimilating a variety of police related support duties and processes; in preparing reports, completing assignments accurately and according to schedule; in understanding and developing effective working relationships with other employees and the public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of high school curriculum and one year of experience in an office environment; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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